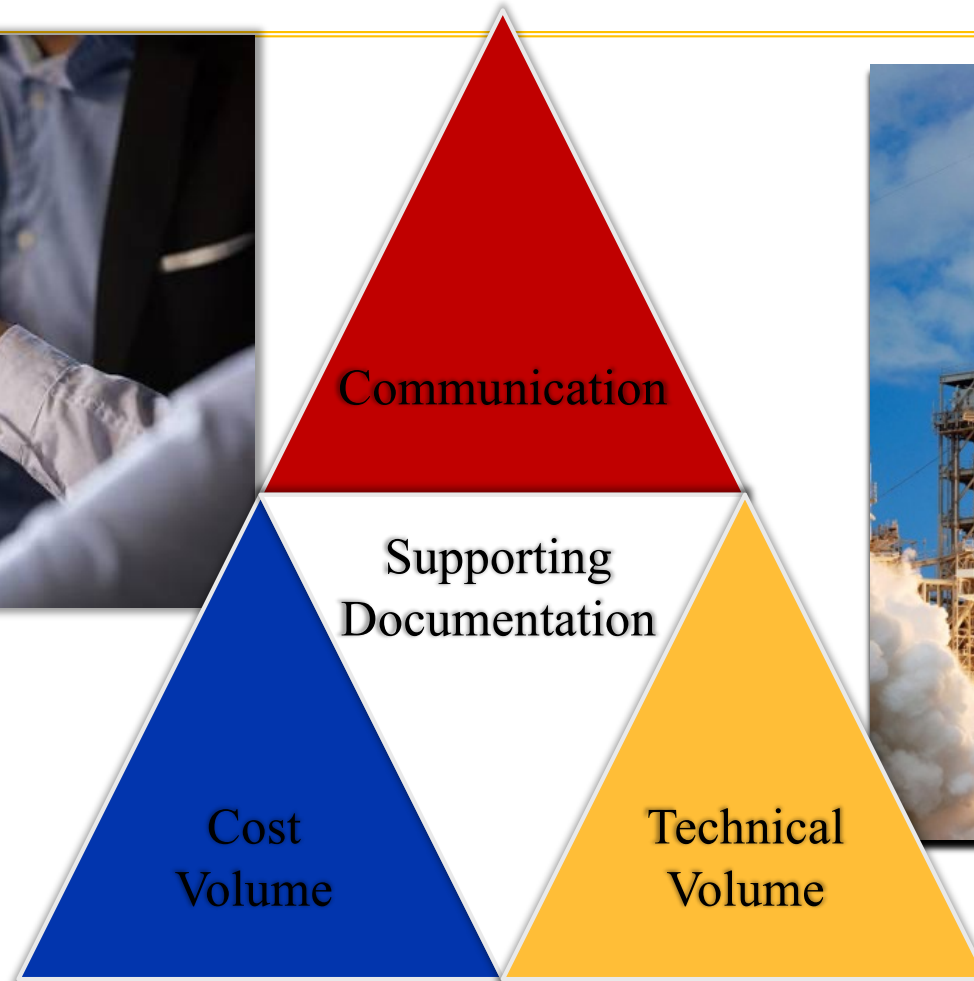




# Office of Procurement



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Final



## Meet the 2022 SMEX Procurement Team



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## Phase A Contract Award Process



- Phase A contract award steps
  - **Selection** of concept study investigations
  - **Pre-contract costs** authorization letters
    - No funding until actual award of definitized contract by both parties. Institutions will be able to invoice for costs incurred as of the date of the pre-contract costs authorization approval.
  - CO issues a **Request for Proposal (RFP)**. Response due NLT 30 days.
  - **Proposal received and evaluated**
    - Technical and Cost evaluation completed and sent to CO for review
    - At times, the Government may need clarification and/or additional supporting data
  - CO prepares a **Pre-negotiation Position Memorandum (PPM)** for review and approval
  - **Negotiations**, including final cost, terms and conditions, etc., are held with CO/COR/Contractor
  - **Price Negotiation Memorandum (PNM)** is prepared for review and approval by the CO and routed
  - **Contract award** document prepared, submitted, reviewed, approved and released to contractor for review and signature (CO)



## Phase A RFP



- Request for Proposal
  - RFP will be a letter plus a model contract with terms and conditions
  - Covers the **Phase A period of performance** plus a **Phase B Bridge option** that will cover the first 5 months of Phase B
  - Plan is to have **cost-reimbursement contracts** with each PI institution
  - Any proposal >\$750K requires a small business subcontracting plan
  - Any proposal >\$2m requires “Certified Cost and Pricing” data
    - The Truth in Negotiations Act (TINA) requires cost and pricing data be certified as “accurate, complete, and current” by contractors upon conclusion of negotiations. Cost or pricing data are defined broadly as facts that prudent negotiators would expect to significantly affect price negotiations.
- Tip - **Review the terms and conditions** as soon as possible
- Tip – Proposal **backup and supporting documentation** for proposal costs is key for the government’s need to determine a “fair and reasonable” price.



## General Reminders



- The Contracting Officer (CO) is the only individual who can legally commit the Government to the expenditure of public funds in connection with the proposed contract. Any other commitment, either explicit or implied, is invalid
- RFP format
  - The preferred format for any narrative section(s) is a searchable PDF
  - The preferred format for the cost volume is an editable excel sheet containing the formulas utilized to arrive at the proposed costs
- Subcontractors, Vendors, Partners, etc.
  - If a subcontractor deems their costing information to be proprietary and will not share it with the Prime contractor, please make sure to include a copy of a sanitized subcontract proposal, all supporting documentation received from the subcontractor, and the contact information for the subcontractor.
  - The government's expectation is that a prime contractor will also apply some level of scrutiny to major efforts proposed by vendors, perhaps including submission of additional vendor detailed cost and pricing data.
- Your assigned CO will send a “**General Notes on Proposals for Announcement of Opportunity Missions**” with additional proposal tips and information